

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Communications Assistant

Description:

The Indiana Attorney General's Office is seeking a candidate who will be responsible for assisting and supporting the Communications Department in areas such as public relations, marketing, media and social media. Candidate will work closely with the Marketing Director and public information officers and will learn government relations work from an insider perspective. Hands on and dynamic, the ideal candidate will be highly motivated, interested in public service and have a keen eye for detail and organization.

Duties:

- Receive work assignments from the Marketing director
- Assist in developing and executing social media plan
- Assist in planning and writing internal newsletter
- Help plan, implement and promote press events for the Attorney General; including drafting media advisories, press releases, pitching stories, answering media calls and monitoring press coverage
- Assist with photo and video opportunities
- Help to organize and track use of office materials, including promotional, advertising and educational materials and publications, both print and electronic

Required Job Skills, Knowledge and Abilities

- Working toward or currently have a 4-year bachelor's degree from an accredited university (Marketing or Communications degree preferred)
- Exceptional written and verbal communication skills
- Ability to learn new concepts quickly and to manage several projects simultaneously
- Proficient in Microsoft Office, Excel and Outlook applications
- Knowledge of HTML, website content management and graphic design is a plus
- Knowledge and experience with Facebook, Twitter, Instagram, YouTube and other social media platforms
- Photography and video skills